

***Commonwealth of Virginia***  
**Virginia Department of Minority Business Enterprise**

**Projection Plan – FY 2006**

**Agency Name** – Dept. of Mental Health, Mental Retardation & Substance Abuse Services  
(DMHMRSAS)

**A. Designation of Diversity Champions (Facility and Central Office Contacts):**

**Catawba Hospital:**

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**Central Office:**

	<u>A&amp;E/Construction</u>	<u>Other Goods/Services</u>
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<b>Title:</b>	Office of A&E Svcs. Lead Staff	Administrative Services Director
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**Central State Hospital, Hiram Davis Medical Center, Southside Virginia Training Center, & Virginia Center for Behavioral Rehabilitation:**

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**Central Virginia Training Center:**

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**Commonwealth Center for Children and Adolescents & Western State Hospital:**

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**Eastern State Hospital:**

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**Northern Virginia Mental Health Institute:**

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**Piedmont Geriatric Hospital:**

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**Southeastern Virginia Training Center:**

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**Southern Virginia Mental Health Institute:**

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**Southwestern Virginia Mental Health Institute:**

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**Southwestern Virginia Training Center:**

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**B. Describe the agency's/institution's purchasing process:**

The DMHMRSAS purchases for sixteen inpatient facilities (nine mental health facilities, one acute care facility, five mental retardation facilities and a rehabilitation facility for sexual offenders) located throughout Virginia and a central office in Richmond. eVA is the principal method for purchasing. Requests for Proposals (RFPs), Invitations for Bid (IFBs) and contract awards are posted at facilities, on the DMHMRSAS web site at <http://www.dmhmrzas.virginia.gov/> under "Admin & Business," "Procurements," and on eVA where appropriate/required. Vendors are welcomed to contact facility/central office purchasing offices for additional assistance or information regarding procurement opportunities.

DMHMRSAS purchases are in accordance with the Virginia Public Procurement Act (VPPA); the Agency Procurement and Surplus Property Manual (APSPM) of the Department of General Services, Division of Purchases and Supply; the Construction and Professional Services Manual (CPSM) of the Department of General Services, Division of Engineering and Buildings; and, Federal grant and other applicable requirements.

Goods and services are purchased in the following order of priority: mandatory state contracts, optional state contracts, DMHMRSAS contracts, eVA-registered vendors, and, finally, local open market.

**C. Describe the agency's/institution's business outreach program:**

- ❖ DMHMRSAS procurement officers seek out SWAM vendors from various sources: DMBE website, eVA SWAM vendor reports, purchasing forums, minority business forums, Department of Business Assistance events, other State and Local government agencies. Procurement officers attempt to maximize vendor participation including SWAM businesses.
- ❖ Southeastern VA Training Center supports the objectives of the Virginia Minority Supplier Development Council (VMSDC). Copies of bid/offer opportunities are sent to VMSDC Eastern District and the National Association of Women Business Owners Tidewater Chapter offices.

**D. Describe race and gender-neutral options used by the agency/institution to promote greater women and minority business participation:**

- 1) In developing contract requirements, DMHMRSAS attempts to maximize vendor participation as well as economy/efficiency in determining contract sizing.
- 2) The cut-off for selecting highest-ranked offerors may be expanded if including additional offeror(s) will result in inclusion of additional SWAM offerors. SWAM status will not affect award, selection will be made of the highest-ranked offeror after completion of negotiations.

- 3) Awards will be made to the lowest responsive responsible bidder regardless of SWAM status.
- 4) Procurement Officers will consider advertising solicitations in one or more of the following minority publications (when it is believed the advertisement may increase SWAM participation):

Alexandria, Virginia	Metro Herald	(703) 548-8891
Alexandria, Virginia	Omaid Weekly	(703) 922-6321
Annandale, Virginia	Latino Impacto	(703) 847-0810
Arlington, Virginia	El Tiempo Latino	(703) 527-7860
Centreville, Virginia	Asian Fortune	(703) 968-0202
Falls Church, Virginia	Pho Nho Vietnamese	(703) 533-0264
Fredericksburg, Virginia	La Conexion	(540) 368-5055
Hampton Roads, Virginia	Hampton Roads Voice	(757) 244-5654
Harrisonburg, Virginia	Shenandoah Valley Hit	(540) 432-0416
Harrisonburg, Virginia	Nuevas Raices	(540) 271-0799
Norfolk, Virginia	Norfolk New Journal and Guide	(757) 543-6531
Richmond, Virginia	Richmond Free Press	(804) 644-0496
Richmond, Virginia	Richmond Voice	(804) 644-5617
Roanoke, Virginia	Roanoke Tribune	(540) 343-0336

- 5) Copies of or links to RFPs and IFBs for requirements exceeding \$50,000 will be forwarded to DMBE.
- 6) DMHMRSAS will continue to consult with DMBE periodically on efforts to develop SWAM businesses and increase SWAM business availability and utilization.
- 7) All RFPs and IFBs will encourage offerors/bidders to solicit SWAM subcontractors. Procurement Officers will enforce contractor compliance with SWAM subcontracting plans including reporting requirements.
- 8) DMHMRSAS Procurement Officers will continue to share SWAM success stories with each other via e-mail.
- 9) DMHMRSAS will continue to participate in monthly meetings with other Health and Human Resources agencies to share SWAM strategies.
- 10) Annually, DMHMRSAS Central Office will send a report to DMBE of SWAM businesses used by the Department that are not DMBE-certified (last done in May 2005).

**E. List process and procedures for monitoring the agency's/institution's SWAM purchases. Specify:**

**1. Name of person responsible for monitoring agency SWAM purchases**

Facility Purchasing Directors are responsible for Facility compliance with the SWAM Purchasing Plan. The Central Office Administrative Services Director compiles quarterly and annual DMHMRSAS reports which are reviewed against the SWAM Plan.

**2. Specific points in the internal purchasing process where review for SWAM is completed.**

Please see section D.

**3. Process for reviewing purchases in all agency regional or area facilities.**

As noted above, Facility and Central Office quarterly SWAM reports are compiled quarterly and evaluated against goals.

**4. Spending levels that the agency/institution sets for automatic review for SWAM participation.**

Please see section D.

**F. Describe how the agency/institution plans to verify Second-Tier (Sub-Contracting) participation.**

Contracts requiring SWAM sub-contracting plans/reports will be followed up to ensure receipt of reports and compliance with plans.

**G. List projected SWAM (Prime) aspirational goals/dollar value:**

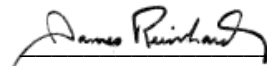
Please see Attachment A for SWAM direct spending goals.

**H. List projected Second-Tier (Sub-Contracting) aspirational goals/dollar value for the following purchasing categories:**

	<b>Women-Owned</b>	<b>Minority-Owned</b>
<b>Construction</b>	(7.25% available)	(7.2% available)
<b>A&amp;E Services</b>	(4.25% available overall)	(3.8% available overall)
<b>Other Services, Goods &amp; Supplies</b>	(1.1-1.5% available overall)	(0.4-0.9% available overall)

Our goal is to obtain documentation of sub-contracting expenditures of at least the percentage of firms available according to the Disparity Study conducted by MGT of America and dated December 30, 2003. Firm availability according to the Disparity Study is shown above. The Office of Architectural and Engineering Services began collecting SWAM subcontracting information from Architects and Engineers (A&E) for the third quarter of FY05. Third quarter subcontracting with certified SWAM vendors totaled \$52,524 (\$26,752 small, \$25,772 woman-owned) and fourth quarter totaled \$35,071 (\$7,120 small, \$27,951 woman-owned). Percentages will be reported for FY06.

**Signature:**

  
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**James S. Reinhard, M.D.**  
**Commissioner**

Revised: September 2005